

Maintain Mentorships

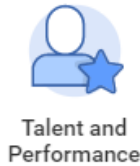
Overview

Maintain Mentorships allows you to view, edit, or close a mentorship.

Who Does This: Employee

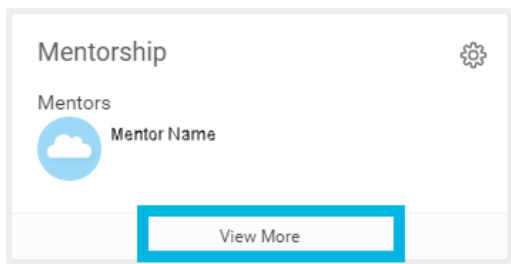
Things to Know:

- Both mentor and mentee have can view, edit, or close a mentorship.
- If a mentee edits or closes a mentorship, the process will route to the mentor for approval.
- If a mentor edits or closes a mentorship, approval is not required.
- Both mentor and mentee may use the activity stream to record notes on the mentorship. There are no approvals required or notifications resulting from use of the activity stream.



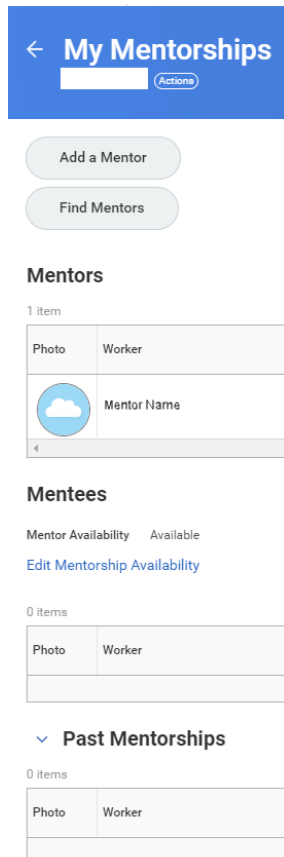
Step 1

Choose the **Talent and Performance** worklet.



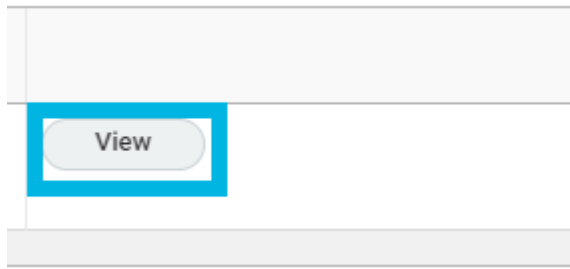
Step 2

Under Mentorship, select **View More**.



Step 3

Under My Mentorships, view your Mentors, Mentees, and Past Mentorships.



Step 4

Select View next to a mentorship to see the mentorship details. This will give you access to Edit Mentorship or Close Mentorship for current mentorships.

Step 5

If you want to update the Purpose of the mentorship or to add attachments, select **Edit Mentorship**.

Step 6

If you want end the mentorship, select **Close Mentorship**.

Step 7

If you want to view and/or add notes about the mentorship, use the activity stream.

FAQ's

What happens next? If you are a mentee and you edit or close a mentorship, the process will route to your mentor for approval. If you are a mentor and you edit or close a mentorship, the process is complete.

Where can I find more information on mentorship? You will find resources on the mentorship program on the intranet under [CoorsTek U](#). Or view this [video](#) to see how mentoring has made a difference at CoorsTek. These resources are only available in English at this time.